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Dear Dental Practitioner:

We have enclosed the radiation safety manual guidance documents for dental offices. The guide can be used in the present form with the appropriate information placed in the spaces provided or may serve as a template for you to prepare your own guide.

The guide should be reviewed by all staff who operate the x-ray equipment and the necessary assignments made for the identification of staff who are responsible for activities related to personnel dosimeters and darkroom operations.

If you have any questions, call Mark Bunge, Supervisor, X-ray Registration and Inspection Unit, (608) 267-4784.

GUIDE FOR THE X- RAY SAFETY PROCEDURES FOR DENTAL FACILITIES

I. Introduction

Dental facilities are required by Wisconsin Administrative Code HFS 157.74 to have operating and safety procedures for radiography. These policies and procedures apply to any employee who operates the x-ray equipment. The sample procedures in this guide are generic. Dental facilities must prepare procedures that are specific for their facilities. By using this guide, a facility may create its own unique set of operating and safety procedures. Not all sections of this guide will apply to all facilities. For example, if the facility uses digital imaging and does not have conventional film processing, then the processing and darkroom sections will not apply. This guide is to remain on file at the facility and be available for inspection by DHFS inspectors.

Any changes in the facility registration such as change of address or ownership, must be sent to the department within 30 days of the change. Change of ownership requires re-registration with full fees paid by the new owner. Addition of new equipment or the replacement of old equipment needs to be reported also. Changes to the registration information may be faxed to (608) 267-4799 or mailed to Division of Public Health, Radiation Protection Section, PO Box 2659, Madison WI 53701-2659.

The pertinent sections of HFS 157 that apply to dentists are: Subchapter I, III, VIII, X, XI, XII. Within Subchapter VIII, HFS 157.74, .75, .77 (for cephalometric and panoramic units), .78 and .86. The Code was mailed to each office on a CD or may be retrieved from the DHFS web site:
dhfs.wisconsin.gov/dph_beh/BEH/Xray/index.htm